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## 1. PURPOSE

The Health and Safety program is instituted to prevent and minimize, to the fullest extent practical, all risks to the health, safety, and well being of employees and the public. Through this program, the employees, property and the environment of Rutherford County will be safeguarded.

The program will meet or exceed the requirements of health, safety and environmental regulations issued by Federal, State and local agencies. Where existing laws and regulations are not adequate to ensure protection of public health or safety, Rutherford County Government will establish and meet its own health, safety and environmental quality standards. All work performed by Rutherford County Government employees will be conducted according to the instructions and procedures in this Health and Safety Manual, in conjunction with the Standard Operating Procedures of their department. The provisions of this manual apply to all departments of Rutherford County Government. **For the purpose of this document, department shall include the Rutherford County School Board.**

The information in this Health and Safety Manual shall be readily available in all work areas for all employees. Portions of the manual will be revised as necessary to reflect changes in operations or regulatory requirements. The entire manual will be considered for revision annually.

## 2. RESPONSIBILITIES AND RIGHTS

### A. DEPARTMENTS

- Each department shall be responsible for establishing written safety rules pertinent to its specific operation. These rules shall comply with all TOSHA regulations and shall be reviewed annually.
- A copy of each department's safety rules and regulations shall be filed with the Safety Coordinator. A copy of each department's safety rules and regulations shall also be kept in the Health and Safety Manual.
- Violations of departmental safety rules are not to be condoned. The appropriate supervisory personnel shall review each violation.
- All existing employees shall be provided a copy of their departmental safety rules and regulations and have them fully explained. New employees shall be provided a copy of their departmental safety rules and regulations on their first working day and have them fully explained. All employees, existing or new, shall acknowledge in writing on the prescribed form that the copy of the safety rules and regulations have been received, fully explained and are understood. This written acknowledgment shall be kept in the employee's file.

**B. DEPARTMENT HEADS, PRINCIPALS AND/OR SUPERVISORS**

- Ensures the general overall health and safety of the employees under his/her supervision. Ensures that all work is conducted safely and according to established policies at all times and under all conditions.
- Ensures all employees are properly trained and instructed in safe practices and aware of all hazards associated with their work.
- Ensures availability of medical examinations and protective equipment necessary for the safe performance of employee work tasks.

**C. EMPLOYEES**

- Follows the Health and Safety policies and the Standard Operating Procedures of their department.
- The ultimate responsibility for safe practices rests with the employee. Work hazards must be anticipated and all safeguards utilized.
- Brings to the attention of the department head, principal, supervisor or the safety coordinator potentially hazardous situations.
- Any employee shall have the right to file a complaint concerning health and safety problems. No employee shall be discharged or discriminated against because of filing a complaint.

**D. SAFETY COORDINATOR**

- Assists the department heads, supervisors and employees in defining hazardous operations, designating safe practices and selecting appropriate and effective protective equipment.
- Along with the department heads and supervisors, develops and reviews rules and procedures for safe and healthful work practices; provides consultation, advice and recommendations on all health, and safety compliance matters.
- Along with the department heads and supervisors, develops safety training plans and programs, conducts training courses and makes available information and other resources on health and safety.
- Posts notices and other information required by Federal, State or local regulations in regards to health and safety.
- Conducts special studies or evaluations as necessary to develop or improve techniques and procedures regarding the employee's health and safety.

- Along with the department heads and supervisors, administers the Workers' Compensation program and maintains all related records and statistics.
- Periodically surveys all departmental areas including an evaluation of each department's documented housekeeping inspections and report corrective action to the responsible parties.
- Along with each department safety committee, develops a departmental self-inspection program and departmental safety rules.
- Conduct health and safety orientation to new employees

### **3. HEALTH AND SAFETY COMMITTEE**

The Health and Safety Committee is responsible for promoting occupation safety and health for all departments of Rutherford County Government. The committee is to review, evaluate and provide advice on pertinent health and safety policies and complaints

The committee shall be composed of members from the departmental safety committees to provide advisory representation for the diverse departments. Meetings shall be held quarterly, or more often if required, to discuss important matters.

### **4. DEPARTMENTAL SAFETY COMMITTEES**

Each department or school shall develop a safety committee that meets at specific intervals as outlined by the department. For the departments, the committee should have a diverse representation of upper management and employees. For the schools, the committees should be composed of principal(s), administration, custodians and food service workers.

Safety committee meetings will be open to any employee who wishes to attend in accordance the procedures established by the committee.

The responsibilities of the committee consists of, but are not limited to:

- Review all departmental accidents and injuries.
- Conduct monthly departmental housekeeping inspections to identify situations that may be unhealthy or unsafe for workers and recommend effective solutions for these situations.
- Investigate and expeditiously deal with departmental complaints relating to the health and safety of the employees.

- Make recommendations for the improvement of the occupational health and safety and occupational environment of departmental workers.
- Advise the safety coordinator on recommendations or proposed changes to the workplace or the work processes that may affect the health and safety of the employees.

## 5. INSPECTIONS

### A. AUTHORITY TO INSPECT

The Safety Coordinator is authorized to enter and to inspect at any reasonable time, any work site, or establishment to insure the enforcement of the Rutherford County Government Health and Safety Program.

The Department head and supervisors shall cooperate with the Safety Coordinator.

### B. GENERAL PROCEDURES

**Notice of Inspection** - Safety inspections shall be conducted periodically. The Safety Coordinator shall have the right to conduct an inspection without notice. Most inspections will be conducted with advance notice in order to conduct an effective inspection.

**Opening Conference** - An opening conference shall be held with the Department head or supervisors, where it will be stated that the purpose of the inspection is to determine whether the department is in compliance with the Rutherford County Government Health and Safety Program.

**Inspection** -

1. Safety rules, training records and injury records will be checked for compliance.
2. Work areas will be checked for any recognized health and safety hazards.
3. The Safety Coordinator will have the right to discuss the job with employees.

**Closing Conference** - Upon completion of an inspection, the Safety Coordinator will talk with the department head and/or supervisors to advise of all conditions and practices that may constitute a health or safety hazard.

**Inspection Reports** - A report detailing all violations noted will be sent to the department head within a week of the inspection. The department head, along with the Safety Coordinator will develop a plan to correct all violations. Non-serious violations will carry a twenty-day completion requirement, and serious violations will carry a five-day completion requirement. Serious violations that can cause imminent danger or death shall be immediately corrected.

**Complaints** - Complaints of unsafe working conditions or hazards may be made orally or in writing by an employee to the Safety Coordinator. The employee will be notified by the Safety Coordinator of the corrective action taken.

## **6. PENALTIES**

No civil or criminal penalties shall be issued against **any** employee for failure to comply with the health and safety standards, rules or regulations of this program.

**Any** employee who willfully and/or repeatedly violates, or causes to be violated, any health and safety standard, rule or regulation shall be subject to disciplinary action. It shall be the responsibility of the Department Head to administer discipline by taking action in one of the following ways as appropriate and warranted:

- Oral reprimand.
- Written reprimand.
- Suspension for three (3) or more working days.
- Termination of employment.

## **7. COMPLIANCE WITH OTHER LAWS NOT EXCUSED**

Compliance with any other law, statute, resolution or executive order that regulates health and safety in employment and places of employment, does not excuse **any** employee from being in compliance with this Health and Safety Program.

## **8. VARIANCE PROCEDURES**

Insert Variance Procedures County will use.

# WORK-RELATED ACCIDENTS AND INCIDENTS

## 1. REPORTING AND RECORDKEEPING

- Employees shall report all accidents, injuries or illnesses to their supervisors as soon as possible after the occurrence. If the accident involves loss of consciousness, a fatality, broken bones, loss of a body part or third degree burns, the department head should be notified immediately. **It is then the responsibility of the Department Head to immediately notify the Safety Coordinator.**
- It is the responsibility of the Safety Coordinator to notify TOSHA of any work-related fatalities or in-patient hospitalization of three or more employees.
- The Safety Coordinator will also enter all recordable injuries on the OSHA 300 Log. The OSHA 300 Log will be kept on file in the Safety Coordinator's office for a minimum of five years.
- Recording and reporting of all accidents, injuries and illnesses shall be according to the following instructions:
  - Report to your Supervisor that you have been injured.
  - Fill out the **First Report of Injury** form and submit the completed form to your supervisor. **The form must be signed by your supervisor.**
  - Select an authorized physician from the **Panel of Physicians**. Complete and sign the form. Be sure to keep a copy for your records.
  - If you so desire, seek medical treatment from the physician you selected from the **Panel of Physicians**. Do **not** go to your primary care physician.
  - ER visits are **NOT** protocol, unless there is a dire need (e.g. a broken ligament or bleeding profusely). However, if a work related injury happens after hours during the week or the weekend, the employee is entitled to utilize the ER – **provided the supervisor is aware of the injury.**
  - Notify your supervisor of your condition and when the physician recommends you return to work.
  - To avoid out of pocket expense, prescriptions should be filled at one on the authorized pharmacies.

## 2. RETURN TO WORK (RTW) PROCEDURE

- The injured employee should notify their supervisor of the status of their injury.
- If the physician recommends light or restricted duty and your supervisor can provide a job within your restrictions, you **MUST** report to work. Failure to report will terminate workers' compensation benefits.
- The supervisor shall complete the **Return to Work Agreement** by listing the light duty jobs that fall within the employee's restrictions. The supervisor shall also explain the restrictions to the employee and have the employee sign the agreement as acknowledgement of understanding the restrictions.
- As the employee continues to be on light duty and the restrictions change, the supervisor shall update the agreement each time the restrictions change.
- If there is no light duty available, the employee will be out of work and paid through workers' comp.

## 3. ACCIDENT/INCIDENT INVESTIGATIONS

Accidents fall into two categories, serious and non-serious. Non-serious accidents do not cause lost workdays – e.g. paper cuts, minor scratches or abrasions, or system failures that have minor consequences. Serious accidents include both those that did involve lost workdays and those that might have. Examples of serious accidents are twisting an ankle in a fall, toppling backward in a chair or receiving an electrical shock.

All serious accidents shall be investigated and the supervisor shall lead the investigation. As a means of preventing future accidents and making the workplace safer, various causes and circumstances that lead to serious accidents must be identified.

### A. PRINCIPLES OF ACCIDENT INVESTIGATION

The purpose of the investigation is not to point blame but to identify what went wrong and what can be done to prevent it from recurring. The investigation should look beyond causes such as 'human error' or 'worker carelessness'. It needs to identify underlying problems in the workplace, the equipment and materials used, the job practices and the management practices that may have contributed to the error.

There are three phases to an investigation:

- gathering information
- analyzing the information and drawing conclusions

- making recommendations

- 1. Gathering Information**

The investigation should begin as soon as possible after the accident occurs. This ensures the ability to see the conditions as they were at the time of the incident and to identify witnesses.

- 2. Analyzing the Information and Drawing Conclusions**

Once it has been determined what happened and how it happened, the next step is to consider **why** it happened.

- 3. Making Recommendations**

The investigation shall identify the appropriate corrective actions and the means of implementing them.

# GENERAL SAFETY POLICIES AND PROCEDURES

## 1. GENERAL SAFETY RULES

It is our policy that everything possible will be done to protect the employees of Rutherford County Government from accidents. Safety is a cooperative undertaking requiring participation by every employee, supervisor, principal and department head.

Every Rutherford County Government employee has an individual responsibility to abide by the following guidelines:

- You are responsible for your own safety and for exercising care to prevent injury to co-workers and the general public.
- You are responsible for knowing and complying with the general and specific Safety Rules and Standard Operating Procedures that apply to your department.
- Do not improvise or sacrifice safety for the sake of work. Be certain that all instructions are clearly understood before starting any job or task.
- Inappropriate behavior, such as horseplay, fighting and practical jokes are extremely dangerous and will not be tolerated.
- Report all accident, injuries and illnesses to your supervisor immediately, regardless of how minor they seem at the time.
- The use or possession of intoxicating beverages, drugs, unauthorized firearms or other weapons on the job is forbidden.
- Utilize or wear safety equipment that has been furnished for situations where there is possible danger. Refusal to wear safety equipment will be subject to disciplinary action.
- Report unsafe conditions and equipment to your supervisor immediately. Do not operate any equipment if it is known to be in an unsafe condition.
- Use good judgment at all times when operating equipment. Seek assistance and direction in the use of any unfamiliar piece of equipment or tool.
- Use of a cell phone around flammable material is forbidden.

## 2. OFFICE SAFETY

This policy establishes for all work performed in offices and administrative areas to be conducted using safe work practices.

- Practice good housekeeping. Keep floors free of items that might cause tripping.
- Prevent slipping accidents by cleaning up spills immediately.
- Report all defects (loose tiles, broken steps, loose railings, etc.) immediately to the Maintenance department.
- Keep tacks and other sharp containers in closed containers.
- Use the proper tool for the job at hand (e.g. a staple remover to remove staples).
- Do not overload electrical outlets. Do not plug a multiple outlet strip – an extension cord with multiple electrical receptacles – into a second multiple outlet strip.
- Report any damaged electrical cords, broken switches, loose connections or bare wires to the Maintenance department immediately.
- Unplug any office machine that smokes, sparks or delivers an electrical shock.
- Do not lean too far back in chairs. This could result in a fall.
- Avoid overloading the top drawers of filing cabinets to avoid the possible tipping of the cabinet when the drawers are opened. Open one drawer of the file cabinet at a time to prevent tipping.
- Keep file and desk drawers closed when not in use to prevent tripping accidents.
- Use only safety step stools or ladders for climbing. Do not stand on swivel chair or use them as step stools.
- Office doors should be free of obstructions at all times to permit a clear outlet in case of an emergency.
- Do not run electrical cords under chair mats, carpeting or through doors. Repeated abuse by pinching or crushing the cord may cause the insulation to crack creating a fire and electrical hazard.
- If it is necessary to run a cable cord across the floor, a cable cover must be used to protect the wiring and prevent tripping.

- Do not cover air vents or obstruct air flow from registers. Do not place furniture, equipment or materials in locations that will interfere with air movement around thermostats.
- Water and electricity do not mix. Avoid dampness or water in electrical equipment.

### 3. CORRIDORS AND OUTSIDE WALKWAYS

This policy establishes for the safe use of corridors in buildings occupied by County employees.

- No equipment or material shall be placed or stored in any corridor or outside walkway that would obstruct a clear path.
- No material shall be placed or stored in such a manner that blocks or impedes access to doorways or other exits, telephone and electrical panels, fire extinguishers or fire alarm boxes.
- Items to be disposed of should not be placed in corridors until the late afternoon, just prior to the end of the normal work day. Such items should be clearly marked as “**TRASH**”.
- No hazardous material or hazardous wastes shall be placed or stored in corridors or outside walkways.
- Sidewalks should be used at all times.

### 4. SAFE LIFTING AND CARRYING

This policy establishes for the prevention of strain/sprain injuries that can result from lifting, pushing, pulling, carrying, lowering, holding and restraining.

The County aims to prevent the risk of back injury through assessing jobs for a better, safer way to perform tasks. If an employee is aware a task can be improved, that employee should make a suggestion to their supervisor. Remember the most risky lift is when lifting a heavy load from the ground level or when lowering a heavy load to the ground.

- Use mechanical aids provided to reduce the risk of back injury. **Never carry a load on your shoulders.**
- Warm up first before lifting and carrying any load
- Plan the lift and take short breaks when performing repeated lifts

#### **A. TIPS FOR SAFE LIFTING**

- **When lifting a load from the ground level:**
  - Bend the knees.
  - Keep the back straight
  - Keep the load close to the body
  - Lift with the legs muscles
  - Support the forearms with the knees
  - Support the load with the body
  
- **When lowering a load:**
  - Use leg muscles
  - Lower the load by bending the knees – **not the back.**
  - Where possible, support the forearms on the knees.

### **5. COUNTY VEHICLE OPERATION**

This policy establishes for the safe use of County vehicles.

- All authorized drivers of County vehicles shall possess a valid state drivers license.
- All vehicles shall be used only for conducting official business of the County and can only be used by authorized drivers.
- Employees who drive County vehicles home shall drive the vehicles directly home after work and leave them parked until needed.
- Drivers and passengers must wear seat belts at all times. No more than three people can ride in the front seat of a vehicle at one time.
- No driver shall leave a car unattended with the motor running.
- Cell phone usage while driving is prohibited unless it is being used to conduct County business.

- No person shall be allowed to ride on running boards, fenders, hoods, tailgates or rear racks of vehicles.
- A driver shall not transport persons other than County employees in a County vehicle unless the person being transported is on official County business, law enforcement or ambulatory matters or authorized by a Supervisor.
- When equipment, property, supplies, etc. are being transported, the driver shall assure that all items are properly secured or tied in place to prevent them from shifting or falling from the vehicle.
- No driver shall drive any vehicle when it is loaded so it obstructs the view ahead, to the right or left side and/or interferes with the control over the driving mechanism of the vehicle.
- No one shall open the door of a vehicle on the side to moving traffic unless and until it is reasonable safe to do so, nor shall any person leave a door open on the side of a vehicle available to moving traffic for a period of time longer than necessary to load or unload passengers.
- The vehicle shall be operated in a safe manner conforming to traffic laws and road conditions, including but not limited to:
  - Speed limits
  - Parking
  - Tail gaiting
  - Traffic signs and flashing signals,
  - Overtaking and passing another vehicle (including school busses)

## TOSHA REQUIRED TRAINING CHART

REQUIRED TRAINING	WHO RECEIVES	HOW OFTEN
<b>General</b> - Housekeeping	All Employees	Annual
<b>Walking-Working Surfaces</b> - Ladder Safety - Other working surfaces	All Employees	Annual
<b>Exit Routes, Emergency Action Plans &amp; Fire Prevention</b> - Emergency Action Plans - Fire Safety Plans	All Employees	Annual
<b>Powered Platforms, Manlifts and Vehicle-Mounted Work Platforms</b> - Powered Platforms	Affected Employees	Annual
<b>Occupational Health and Environmental Control</b> - Ventilation - Hearing Conservation	Affected Employees	Annual
<b>Hazardous Materials</b>	Affected Employees	Annual
<b>Personal Protective Equipment</b> - Eye, face and foot protection - Respiratory protection	Affected Employees	Annual
<b>General Environmental Controls</b> - Permit-required confined spaces - Lockout/Tagout	Affected Employees	Annual
<b>Medical and First Aid</b>	All Employees	Annual
<b>Fire Protection</b> - Portable fire extinguishers	All Employees	Annual
<b>Materials Handling and Storage</b> - Powered industrial trucks	Affected Employees	Annual
<b>Machinery and Machine Guarding</b>	Affected Employees	Annual
<b>Hand, Portable Powered Tools and Other Hand-Held Equipment</b>	Affected Employees	Annual
<b>Welding, Cutting and Brazing</b>	Affected Employees	Annual
<b>Electrical</b> - Electrical safety	Affected Employees	Annual
<b>Toxic and Hazardous Substances</b> - Bloodborne Pathogens - Hazcom	Affected Employees	Annual

## **1. PRIMARY TOSHA STANDARDS**

### **A. General – 29 CFR 1903.22**

- Each department shall conduct a monthly housekeeping inspection for cleanliness and good physical appearance.
- All violations shall be documented in sufficient detail. Any safety related violations that constitute hazardous conditions must be given priority attention. Hazardous conditions that constitute imminent danger shall be immediately reported to the department head, who will then notify the Safety Coordinator.
- The documented copy of the housekeeping inspection shall be turned in to the Safety Coordinator, who will keep the inspections on file.

### **B. Walking-Working Surfaces – 29 CFR 1910.24 thru 1910.27**

- Every ladder should be inspected prior to being used and on a monthly basis.
- Any ladder that has been involved in a work-related injury or has a defect that would compromise the safety of the ladder must be taken out of service immediately and marked with a “**Dangerous – Do Not Use**” tag.

### **C. Exit Routes, Emergency Action Plans & Fire Prevention – 29 CFR 1910.38 and 1910.39**

- Each department shall establish an evacuation plan. A copy of the plan shall be posted in a conspicuous place. Evacuation diagrams shall also be posted in appropriate areas.
- Training shall be conducted annually. The documented training shall be turned in to the Safety Coordinator, who will keep the training sheet on file.

### **D. Powered Platforms, Manlifts and Vehicle-Mounted Work Platforms – 29 CFR 1910.68**

- All employees who are required to operate manlifts shall be properly trained to operate the equipment in a safe manner.
- All departments using manlifts shall ensure the equipment is maintained properly. Equipment, which cannot be operated in a safe manner due to a defect or failure of some part, shall be taken out of service and repaired before the equipment is allowed back in service.

- Manlifts shall be inspected by the operator prior to use. All defects shall be noted and corrected.
- Manlifts shall be used only in the manner in which they are intended.

**E. Occupational Health and Environmental Control - 29 CFR 1910.95**

- All departments having noisy work environments shall have a noise survey conducted to determine the need for a hearing conservation program.
- Training must be conducted and documented annually. This training shall include the effects of noise; the purposes, advantages, and disadvantages of various types of hearing protectors; the selection, fit and care of protectors; and the purpose and procedures of audiometric testing.

**F. Hazardous Materials – 29 CFR 1910.101 thru 1910.120**

- Departments dealing with the handling of hazardous materials shall comply with the written program developed outlining the safety measures used to prevent accidents. A hazard assessment shall be done and it shall be documented.
- All affected employees shall receive training in the program. These employees must demonstrate proficiency in the program. Annual training shall be conducted and documented.

**G. Personal Protective Equipment – 29 CFR 1910.132 thru 1910.138**

- Job sites shall have a hazard assessment to determine what hazards exist and what personal protective equipment is required. This assessment shall be documented.
- Employees shall be trained in the use and care of all required PPE. This training shall be documented.

**H. General Environmental Controls – 29 CFR 1910.146**

- This standard requires departments having confined spaces to evaluate whether or not these spaces meet the requirements of a permit-confined space.
- Departments with permit-confined spaces shall develop a written program with appropriate annual training and documentation.

### **General Environmental Controls, cont – 29 CFR 1910.147**

- Departments having equipment requiring servicing by departmental employees shall develop a written program detailing lockout/tagout procedures on each type of equipment to be serviced.
- Locks shall be used on all equipment being serviced unless it is not feasible to use locks. Equipment that cannot be locked out shall be tagged. A specific written procedure for using tags must be developed for each type of equipment. All new equipment shall be capable of being locked out.

### **I. Medical and First Aid – 29 CFR 1910.151**

- Departments shall ensure the readily availability of medical personnel for advice and consultation.
- In the absence of nearby medical facilities for the treatment of injured employees, a person(s) shall be adequately trained in first aid. First aid supplies shall be readily available.

### **J. Fire Protection – 29 CFR 1910.155**

- All employees shall receive training in general fire prevention.

### **Fire Protection, cont – 29 CFR 1910.157**

- Each department shall designate an employee(s) to be responsible for knowing how to operate portable fire extinguishers.
- Fire extinguishers shall be inspected in accordance with NFPA guidelines.

### **K. Materials Handling and Storage - 29 CFR 1910.178**

- All departments using powered industrial trucks (fork lift, towmotors) shall develop a written plan to ensure the equipment is maintained properly.
- All employees who are required to operate powered industrial trucks shall be properly trained how to operate the equipment in a safe manner.
- Powered industrial trucks shall be used only in the manner in which they are intended.

**L. Machinery and Machine Guarding – 29 CFR 1910.212**

- Departments having machinery with guards shall develop a written program.
- Training shall be conducted annually and shall be documented.

**M. Hand, Portable Powered Tools and Other Hand-Held Equipment – 29 CFR 1910.241 thru 1910.244**

- Departments having employees using hand-held power tools or equipment shall make sure the employees are properly trained to operate the machinery in a safe manner.
- Training shall be conducted annually. The documented training shall be turned in to the Safety Coordinator, who will keep the training sheet on file.

**N. Welding, Cutting and Brazing – 29 CFR 1910.252**

- All employees who are required to weld shall be properly trained to operate the equipment in a safe manner.
- Training shall be conducted annually. The documented training shall be turned in to the Safety Coordinator, who will keep the training sheet on file.

**O. Electrical – 29 CFR 1910.309 thru 1910.330**

- All electrical work will be conducted in a manner consistent with existing regulations and with good standard practices.

**P. Toxic and Hazardous Substances - 29 CFR 1910.1030**

- Departments having employees exposed to blood or other bodily fluids shall develop a written program.
- All affected employees shall receive training upon initial assignment and shall also receive annual refresher training. All training shall be documented and cover protective methods to include the use of universal protection.

**Toxic Hazardous Substances, cont. - 29 CFR 1910.1200**

- All departments shall abide by the Hazard Communication Program as it pertains to the needs of their departments. This program shall be made readily available to all employees of the department.
- Training on Hazard Communication shall be conducted and documented upon initial assignment to a work area and annually thereafter.

# **DEPARTMENTAL SAFETY RULES**

**(TO BE ESTABLISHED BY EACH DEPARTMENT'S SAFETY COMMITTEE)**

# HOUSEKEEPING

## 1. PURPOSE

Good housekeeping is a basic part of accident and fire prevention. It can eliminate some workplace hazards that can cause injuries. It is not just cleanliness, but also includes keeping work areas neat and orderly; maintaining halls and floors free of slip and trip hazards; and removing of waste materials (e.g. – paper, cardboard) and other fire hazards from the workplace.

## 2. TRAINING

Employees shall be trained in the importance of housekeeping. It is important that the employees know how to work safely with the products required for their job. It is the responsibility of the employee to report any unusual conditions or hazards as well as obeying posted warning signs.

Employees shall be trained on an annual basis on the importance of good housekeeping. This training shall be documented and maintained on file.

## 3. MONTHLY HOUSEKEEPING INSPECTIONS

A monthly inspection of each department shall be conducted to identify any unsafe conditions and to make sure housekeeping order is maintained.

The inspection shall be conducted with the housekeeping checklist and maintained on file.

All violations shall be documented in sufficient detail. Any safety related violations that constitute hazardous conditions must be given priority attention. Hazardous conditions that constitute imminent danger shall be immediately reported to the department head, who will then notify the Safety Coordinator.

# HEAT STRESS

## 1. PURPOSE

The heat stress program provides employees with guidelines and recommendations to prevent adverse effects of high heat conditions. Each person should be aware of the adverse effects of high heat conditions, how the medications they may be taking worsen the effects and the importance of proper dietary and physical conditioning.

The goal of the program is to reduce the number of heat-related illnesses in the workplace. This program, however, cannot take into account all factors contributing to heat stress and should be used only as a guideline.

## 2. APPLICABILITY

This program is intended to protect all workers, even those who are not in the best physical shape. High-risk occupations include but are not limited to:

- Highway department
- Maintenance
- Custodians
- Any other employee deemed to be at high risk
- Add other occupations/ departments

## 3. RESPONSIBILITY

Department supervisors are responsible for implementation of the program among their group of employees.

Employees are responsible for the following:

- Drinking plenty of water
- Wearing proper clothing and maintaining personal hygiene
- Following instructions and taking scheduled rest and water breaks
- Reporting any heat stress problems immediately to the supervisor.

#### **4. TRAINING**

Employees and supervisors shall be trained in the following areas:

- Ways to prevent or control heat stress
- Different types of heat-related illnesses
- Causes, signs, symptoms and first aid procedures for each type of heat illness
- Factors that increase the risk of heat illnesses

#### **5. DRINKING WATER INFORMATION**

- Dehydration is the primary cause of heat illness. In fact, replacing body fluids lost in sweat is the single most important way to control heat stress and prevent heat illness.
- On a hot day, the body can lose as much as three gallons of perspiration. Body fluids lost from sweating must be replaced with drinking water during breaks. Workers need to be reminded constantly of their need to drink clean water.
- Thirst is not a good indicator of how much water you need to drink. Quenching your thirst does not mean that body fluids have been replaced.

# HAZARD COMMUNICATION PROGRAM

## 1. PURPOSE

To ensure that information about the dangers of all hazardous chemicals used by Rutherford County Government is known by all affected employees, the following hazardous information program has been established. Under this program, employees will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take for protection from these chemicals.

This program applies to all work areas where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work areas shall participate in the Hazard Communication Program. Copies of the Hazard Communication Program are available from the Safety Coordinator for review by any interested employee.

The Safety Coordinator is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

## 2. DEFINITIONS

**Chemical agent** - An organic or inorganic substance present in the workplace potentially associated with adverse health effects. Examples: Potassium hydroxide, welding fume, carbon monoxide.

**Commercial product** - A material manufactured for sale to customers (e.g. alloys, castings, ceramics, etc.).

**Consumer products** - Household janitorial, office and maintenance supplies sold in retail markets.

**Container** - Any bag, barrel, bottle, box, can, cylinder, drum, vessel, chamber, storage tank or the like which contains a material. For the purposes of this program, pipes, hoses and vehicular operating systems (e.g. fuel tanks, engines, etc) are not considered to be containers.

**Exposure assessment** - The evaluation of the health risks associated with workplace exposures to chemical, physical or biological agents. The health risks for a Similar Exposure Group are judged to be either, insignificant, significant, unacceptable or uncertain.

**Hazard** - An exposure associated with an unacceptable risk for illness or disease.

**Material** - A chemical or mixture of chemicals, including raw materials, process additives, products, by-products, waste materials, maintenance related materials, and laboratory chemicals.

**Material Safety Data Sheet (MSDS)** - A document addressing the Risk Management aspects of a material. The document addresses the material's chemical constituents (and associated exposure limits), physical properties (e.g. vapor pressure), physical hazards (e.g. flammability, corrosivity, reactivity), health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures.

**Occupational Exposure Limit (OEL)** - A criterion for differentiating acceptable from unacceptable exposures. For example, the OELs for carbon monoxide are 25 ppm as an eight hour time-weighted average, and 200 ppm as a Short Term Exposure Limit.

**Similar Exposure Group** - A group of workers having the same general exposure profile for the environmental agent being assessed because of the similarity and frequency of the tasks they perform, the materials and processes with which they work, and the similarity of the way they perform the tasks. A Similar Exposure Group is commonly identified by the job, task and environmental agent.

**Supplier MSDS** - A material safety data sheet for a purchased material (e.g. raw material, maintenance material, laboratory reagent, etc).

### 3. RESPONSIBILITIES

#### A. SAFETY COORDINATOR

- Administers the Hazard Communication Program, including the management of the Materials Inventory and Material Safety Data Sheets
- Reviews each MSDS to ensure it is complete and clearly written. An inquiry or request for further information is made to the manufacturer if the MSDS is incomplete or not clearly written.
- Requests up-to-date MSDSs from manufacturers if the MSDSs are more than five (5) years old. MSDSs more than five years old are acceptable if the MSDSs are the most current documents available from the manufacturer.
- Reviews the labeling procedures on an annual basis.

#### B. SUPERVISORS

- Maintains the Material Inventory list for the department
- Acquires a Material Safety Data Sheet for each material in the Materials Inventory. If the same material is purchased from more than one manufacturer, a MSDS is acquired from each manufacturer.
- Makes certain new MSDS sheets are given to the Safety Coordinator within 30 days of receipt.

- Ensures employees handle hazardous materials in accordance with safe job procedures.

#### **C. EMPLOYEES**

- Employees are responsible for knowing what hazardous materials are in use in their work areas and the associated hazards, how to recognize and respond to leaks or spills, and where to obtain MSDSs for additional information.

### **4. MATERIALS INVENTORY**

A list of all known hazardous chemicals used by employees shall be attached to this plan. This list includes the name of the chemical, the manufacturer, the work area in which the chemical is used, dates of use, and quantity used. Further information on each chemical may be obtained from the MSDSs.

When new chemicals are received, this list is updated (including date the chemicals were introduced) within 30 days.

The Materials Inventory List, for the county, is compiled and maintained by the Safety Coordinator.

### **5. CONTAINER LABELING**

The Supervisor shall verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address.

The Supervisor shall ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning.

**Need to insert type of labeling system county will use.**

Labels are generated and affixed to all secondary (filled on-site) stationary containers (e.g. tanks, vessels), and secondary portable containers (e.g. drums, bottles) to identify the content, hazards and reference to the MSDS.

### **6. MATERIAL SAFETY DATA SHEETS**

The Safety Coordinator is responsible for establishing and monitoring the MSDS program.

The procedure below will be followed when an MSDS for a new product is not received at the time of initial shipment:

- The Supervisor shall call to inquire about the MSDS. The material shall not be used until the MSDS has been received and reviewed.

Employees are provided convenient access to Material Safety Data Sheets through access to one or more binders of MSDSs located within the department.

MSDSs will be readily available to all employees during each work shift and in each work area. If an MSDS is not available, contact the Supervisor. If further action is needed, the Supervisor shall contact the Safety Coordinator.

When revised MSDSs are received, the following procedures will be followed to replace old MSDSs:

- Newly acquired MSDSs are checked against the department MSDS file. If a newly acquired MSDS represents a newer version than the MSDS in the department MSDS file, the MSDS will be forwarded to the Safety Coordinator.

## **7. EMPLOYEE TRAINING AND INFORMATION**

Everyone, including new employees, who works with or is potentially exposed to hazardous chemicals, will receive initial training on the hazard communication standard and the County's HazCom program before starting work.

- An overview of the OSHA hazard communication standard
- The hazardous chemicals present within their work area
- The physical and health risks of the hazardous chemicals
- Symptoms of overexposure
- How to determine the presence or release of hazardous chemicals in the work area
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
- Steps the company has taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if employees are overexposed to hazardous chemicals

- How to read labels and MSDSs to obtain hazard information
- Location of the MSDS file and written Hazard Communication program

Prior to introducing a new chemical hazard into any work area, each employee in that area will be given information and classroom training as outlined above for the new chemical hazard.

## **8. HAZARDOUS NON-ROUTINE TASKS**

Periodically, employees are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are: confined space entry, tank cleaning, and painting reactor vessels.

Prior to starting work on such projects, each affected employee will be given information about the hazardous chemicals that may be encountered during such activity. This information will include specific chemical hazards, protective and safety measures the employee should use, and steps the County is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

## **9. INFORMING CONTRACTORS**

It is the responsibility of Department Head to provide contractors with information about hazardous chemicals that their employees may be exposed to on a job site and suggested precautions for employees. The Department Head should also provide any necessary MSDS sheets to the contractor.

It is the responsibility of the Department Head to obtain information about hazardous chemicals used by contractors to which the employees of that department may be exposed.

Also, contractors will be informed of the hazard labels used by the County. If symbolic or numerical labeling systems are used, contractors will be provided with information to understand the labels used for hazardous chemicals for which their employees may have exposure.

## **10. CHEMICALS IN UNLABELED PIPES**

Work activities are sometimes performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall contact the Supervisor for information regarding:

- The chemical in the pipes
- Potential hazards
- Required safety precautions.

Include here the chemical list developed during the inventory. Arrange this list so that you are able to cross-reference it with your MSDS file and the labels on your containers. Additional useful information, such as the manufacturer's telephone number, an emergency number, scientific name, CAS number, the associated task, etc., can be included.

## 11. PROGRAM AVAILABILITY

A copy of this program will be made available, upon request, to employees and their representatives.

**TABLE 1: EXAMPLE CATEGORIES OF MATERIALS THAT SHOULD BE INCLUDED IN A MATERIALS INVENTORY**

- Wax
- Fuel
- Process lubricant (e.g. machining coolants)
- Mechanical lubricant (e.g. greases)
- Compressed gas
- Cleaning agent
- Abrasive – wheel / belt
- Abrasive – granular blast
- Welding material: rod, wire, flux, etc.
- Insecticide or herbicide

# FALL PREVENTION/FALL PROTECTION PROGRAM

## 1. PURPOSE

The purpose of the Fall/Prevention/Fall Protection Program is to address fall hazards through their elimination and control. The majority of this document contains interpretation and requirements of the OSHA 1910 and 1926 standards.

## 2. TEMPORARY HOLES/FLOOR OPENINGS (NOT ON ROOFS)

- If the depth of the floor opening or floor hole is greater than or equal to six feet, fall protection must be used if working around the opening inside the guarded area.
- All excavations, temporary open floor holes and floor openings in any walking/working surface shall be addressed using one or more of the following in this order of priority:
  1. Eliminate – if temporarily covered, the cover shall be secured or installed in a manner to prevent accidental displacement by wind, equipment or employees. The cover shall be capable of carrying two times the maximum intended load.
  2. Guard with standard railing.
  3. Have a person attend.
- The person(s) creating the floor hole or floor opening is responsible for implementing the preventative measure.

## 3. TEMPORARY DIFFERENT LEVEL FALL HAZARDS GREATER OR EQUAL TO SIX FEET

All temporary different level fall hazards greater or equal to six feet (i.e. climbing) shall be addressed using one or more of the following in this order of priority:

- Eliminate
- Fall protection

#### **4. WALKING/WORKING SURFACES**

- Any permanent walking/working surface exposed to a different level fall hazard of **four** feet or greater shall be addressed by elimination or guarded by standard railing.
- Walking/working surfaces shall be maintained so they are free from trip, slip, and other recognized hazards due to inadequate housekeeping, improper storage of materials or walking/working surface disrepair.
- Employees are the first line of defense to assure the walking/working surfaces in their areas are free from recognized hazards. All employees are responsible to correct or report recognized hazards identified in any area. A job shall not be considered completed until the work area has been cleaned up.

#### **5. EXCEPTIONS**

Situations where persons are exposed to falls, at any height, into open chemical tanks, machinery, areas with protruding object hazards or other areas presenting hazards in addition to falling, shall be addressed by eliminating, guarding with standard railing or use of fall protection.

#### **6. NO CHAIN POLICY**

Chains at the top of ladders and at the edge of work platforms or floor openings are not allowed for fall prevention.

#### **7. POLICY FOR SECURING SHUT DOWN/ABANDONED EQUIPMENT CONTAINING FALL HAZARDS**

All floor holes and floor openings located in shut down or abandoned equipment must be covered or guarded. Other fall hazards created by shut down or abandoned equipment should be addressed using one or more of the following in this order of priority:

- Eliminate
- Guard **all** fall hazards within the area with standard railing or covers.
- Restrict access to the area with standard railing **and** signs that depict restricted area, “authorized personnel only”, describes the hazards and identify a person to contact.

## **8. ROOF SAFETY RULES**

### **Roof Practices:**

- Minimum of two people are required on all roofs.
- No employee shall go on the roofs in the following conditions:
  - Lightning;
  - Heavy rain;
  - High winds;
  - Icing conditions;
  - Hail; or
  - In conditions of dense fog.
- Provisions shall be made in order to protect people below from falling object hazards.
- A checklist shall be used prior to starting any work.

### **Flat or Low-Slope Roofs**

- All roof work (except such activities as inspections, investigation, assessments or those outlined in OSHA standard 1926.500(a)) on flat or low-slope roofs is to be protected by one or more of the following:
  1. A designated work area around the work area and the area to and from the roof access, not less than six feet from the edge of the roof.
  2. Fall protection
- When performing roof work six feet or less from the edge of a roof, one or more of the following is required.
  1. Guard with standard railing
  2. Fall protection

### **Steep-slope roofs**

- All roof activities on steep-slope roofs shall be protected by one or more of the following:
  1. Standard railing with toe boards
  2. Fall protection

## 9. CAPACITY OF FALL PROTECTION EQUIPMENT

The manufacturer standard certification capacity of Fall Protection Equipment is 310 pounds, which includes a person's weight plus any tools or equipment being carried.

## 10. BODY HARNESS

- When in use, all straps must be connected and loose ends tucked.
- Must have the pre-use inspection.
- Must have the six (6) month inspection by a competent person other than the user.
- The D-ring is the only ring on the harness to be used as fall protection.
- The frontal D-ring is to be used **ONLY** for ladder climbing devices, emergency descent devices and some work positioning. **NEVER** use the frontal D-ring for fall protection – should a fall occur, severe injury could result.

## 11. CONNECTORS

- Lanyards must have pre-use inspection.
- Lanyards must have six (6) month inspection.
- Lanyards must always be connected to hardware – **NEVER** hook a lanyard back into its cable or webbing.

## 12. BODY HARNESS AND CONNECTOR INSPECTION

Lanyards and harnesses must be inspected every six (6) months by a competent person other than the user. A qualified vendor or supervisor can be identified as the competent person for inspection, cleaning and testing. Retractable lanyards, retractable lifelines and tie-off adapters must be inspected annually by a competent person other than the user. All equipment must be visually examined by the user before each use.

## 13. EQUIPMENT PRE-USE INSPECTION

- Examine for cuts, cracks, tears, enlarged eye holes and other signs of wear that might affect strength.

- Examine stitching for breaks, ragged strands, and loose or rotted threads.
- Examine stitching and materials for degradation and evidence of corrosive attack due to contact with acids, caustics, welding holes, splatter, etc.
- Examine metal hardware for breaks, cracks, fractures, loose anchorage and corrosion.

#### **14. INTERIM CLEANING OF HARNESSES AND LANYARDS**

Interim cleaning, between the six (6) month cleaning and inspections, can be done by:

- Wiping off the surface dirt with a sponge dampened in plain water.
- Squeeze the sponge dry.
- Dip the sponge in a mild solution of water and commercial soap or detergent.
- Work up a thick lather with a vigorous back and forth motion.
- Wipe dry with a clean cloth.
- Hang freely to dry – away from excessive heat, steam or long periods of sunlight.

#### **DO NOT PUT HARNESSES AND LANYARDS IN A WASHING MACHINE!**

#### **15. FREE FALL DISTANCE**

The free fall arrest system lanyard should be connected in such a manner as to limit the potential for free fall to less than three feet where practical, and no more than six (6) feet in any case. If using a shock absorbing lanyard, the maximum total fall distance allowed is 9.5 feet since the shock absorbing portion can expand to 3.5 feet. Lanyard length and positioning of lanyard tie off to anchor point should be taken into account to limit the free fall distance to six feet.

#### **16. GLOSSARY OF TERMS**

**Attend** – to watch and warn others of a hazard, i.e. someone attending a temporary floor opening or hole is an option for fall prevention instead of guarding with standard guarding with standard railing or to keep activities or traffic away from an area where a portable ladder is being used instead of using barriers.

**Competent Person** – one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

**Fall Prevention** – same level barrier to a fall hazard to prevent a fall, i.e. – guard rails, covers, walls, floors, scaffolds.

**Fall Protection** – a back-up to one's balance in protecting one where a fall hazard exists. Typically this ends up being PPE, i.e. – fall arrest systems of anchorage, body harness and connectors.

**Floor Hole** – an opening measuring less than 12 inches but more than 1 inch in its least dimension through which materials may fall, but through which persons may not fall.

**Floor Opening** – an opening measuring 12 inches or more in its least dimension through which a person may fall.

**Low Slope Roofs** – flat roofs and roofs with a slope less than 4 in 12 (vertical to horizontal)

**Ladder Stand Platform (portable, platform)** – a fixed height self-supporting unit having one or more standing levels, provided with means of access or egress to the platform or platforms. The assembly may include handrails and/or guardrails.

**Lanyard** – a flexible line of webbing, rope or cable that may be 2, 4 or 6 feet long, and used to secure a full body harness to a lifeline or an anchorage point.

**Lanyard, Retractable** – 5-20 feet in length and allows unrestricted vertical movement paying out automatically. If the user falls (4 ft/sec), an internal locking device engages.

**Lanyard, Shock Absorbing** – a flexible line of webbing, rope or cable used to secure a full body harness to a lifeline or an anchorage point that has an integral shock absorber.

**Lifeline, Horizontal** – a rail, rope, wire or synthetic cable that is installed between two anchorages and used for attachment for a worker's lanyard for more mobility in working. These lifelines **MUST** be engineered.

**Lifeline, Retractable** – 20-320 feet in length and allows vertical movement paying out. If the user falls (4.5 ft/sec), the device automatically locks to arrest the fall.

**Maximum Arresting Force (MAF)** – the peak force exerted on the fall arrest system or employee when stopping a fall. OSHA's limit on a person is 1800 pounds in a full body harness.

**Qualified Person** – one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his or her ability to solve or resolve problems relating to the subject matter, the work, or the project.

**Roof Hole** – a hole in a roof that is 2 inches or ore in its least dimension.

**Roof Work** – repair, maintenance or construction work. Roof work does not apply to employees making an inspection, investigation or assessment of workplace conditions prior to the actual start of the job or after all of the work has been completed.

**Safety Monitor** – (Used at only upon approval from the Departmental Supervisor and appropriate Departmental Manager) a competent person designated to monitor the safety of other employees and shall be competent to recognize fall hazards, warn employees of fall hazards or if acting in an unsafe manner. The monitor must be on the same walking/working surface and within visual sight of employees being monitored and close enough to verbally communicate with the employees. The monitor shall not have other responsibilities while monitoring.

**Standard Railing** – a vertical barrier to prevent falls of persons. Existing railing consists of a top rail with a height of 42 inches and an intermediate rail mid-height. Top rail must have the strength to withstand at least the minimum requirement of 200 pounds applied within 2 inches of the top edge or the rail in any downward or outward direction not deflecting to less than 39” height. The intermediate rail shall be capable of withstanding a force of at least 150 pounds applied in any downward or outward direction. No more than 21 inches shall exist between intermediate rail and the top rail or the top of the toe board.

**Steep Slope Roofs** – roof with slope greater than 4 in 12 (vertical to horizontal)

**Toe Board** – a 4 inch nominal vertical barrier secured not more than one-quarter inch clearance above floor or platform level to prevent falls of people or materials to level below.

# LADDER SAFETY PROGRAM

## 1. GENERAL POLICY

All ladders in use throughout the County shall be identified with a maximum load capacity rating. In the interest of employee safety, the maximum load capacity cannot be exceeded. Therefore, any employee who is required to use a ladder shall voluntarily observe and honor this requirement. Employees are expected to alert supervisors anytime they feel a potential hazard exist. **(The maximum load capacity should exceed the individual's personal weight plus the weight of any tools and equipment involved.)**

## 2. LADDER SELECTION

- Avoid the use of a ladder that is too short or too long, as this will force overreach, which will adversely affect balance.
- Metal ladders should not be used on any electrical work, or in the presence of energized overhead electrical lines.
- All ladders shall have their '**Maximum Load Capacity**' clearly indicated on the ladder.
- All ladders must be stored in an approved storage area when not in use.
- For any overhead work, use the proper type of ladder. **DO NOT** use makeshift ladders, such as boxes, barrels, chairs, etc.
- Ladders should be inspected for defects: missing cleats cracked rungs, broken spreaders, etc., before use. Defective ladders should be tagged and not used for any reason.
- Straight ladders should have safety feet, spurs, grippers or cleats. They should be secured at the top and blocked at the bottom.
- Do not paint wooden ladders with solid color paints. This may mask the cracks in the wood and make them hard to see. Clear wood preservatives can be used to protect bare wood.

## 3. LADDER PLACEMENT

- Always treat ladders with caution because they can become conductors of electricity.

- Never attempt to reposition the ladder while it is in use.
- There shall be only one person on the ladder at a given time.
- Do not overreach. Move the ladder as the work progresses. Do not jump or slide the ladder while you are on it. Descend and move the ladder over.
- Ensure the footing support is firm, level and free from debris or other materials. A ladder should not be used if a slippery condition exists unless equipped with a means of slip resistance.
- Avoid placing the ladder in front of a door. If this condition is unavoidable, lock the door, or have someone stand guard until the task is complete and the ladder is moved.
- If there is a danger of the ladder moving – tie it. If there is a danger of being struck, place warning signs or barricades around it.

#### 4. LADDER SECURING

- Ensure both side rails make contact with a fixed resting point.
- The ladder is to be secured close to the top resting point.
- Rope shall be tied to both side rails directly below a rung. Be sure there is no slack in the rope. The rope shall be of substantial material such as ½” or greater, preferably nylon.
- If the ladder is not secured as described above; it must be blocked or held against movement at the bottom.
- Slip resistant feet shall not be used as a substitute for care in placing, tying off or holding a ladder that is on slippery surfaces.
- Extend the ladder at least three feet above the top support, if using the ladder as an access to a platform.
- Angle the ladder so the distance from the bottom to the wall equals one-fourth the ladder’s working length.
- Do not leave ladders unattended unless they are securely anchored.
- Position an extension ladder before extending it.
- Do **NOT** stand on or above the third rung from the top of a straight or extension ladder.

- Ladders are not to be moved, shifted or extended while occupied.
- Maintain three point contacts while climbing. Keep between side rails when working. **Do not overreach.** As a minimum, fall protection is required when use of both hands are required for a task and the work is above six (6) feet, or if the task requires working outside the side rails.
- Tools or other articles, which are too large to be carried in pockets or belts, are to be lifted and lowered by hand line.

## 5. LADDER CLIMBING

- Always face in the direction of the ladder and use both hands while ascending or descending the ladder.
- Never mount or dismount a ladder from the side or back.
- Maintain a level of constant awareness while using the ladder ensuring each movement is done deliberately and with care.
- Maintain body alignment with the center of the steps/rungs to avoid extreme reaching or side loading.
- Postpone outdoor ladder work during stormy, wet or windy days.

## 6. STEP LADDERS

- Ensure that all four legs of the ladder are in contact with the footing support. The ladder is to be used only on stable and level surfaces unless secured to prevent accidental displacement.
- At no time shall a stepladder be closed and leaned against something with the intent to use it in this position. **Step ladders are not to be used as a straight ladder.**
- The rear braces of the ladder shall not be used as steps. The top and the top step are not to be used as a step.
- Ensure that the spreaders are locked in the fully opened position.
- Stepladders more than 10 feet high should be held by another person.

## **7. EXTENSION AND STRAIGHT LADDERS**

- Use a ladder with a length that will allow the work to be done without having to overreach while maintaining the proper ladder angle.
- No alterations shall be made to the ladder, such as tying two ladders together, or using boxes and other objects as a base in the attempt to achieve additional height.
- The ladder length shall be adjusted only when the user is standing on the ground to ensure engagement of the locks.
- The base of the ladder shall be a distance approximately one quarter the working length of the ladder.
- Straight ladders must be equipped with safety feet.

## **8. MOBILE LADDER STANDS AND MOBILE LADDER STAND PLATFORMS (PORTABLE STAIRS)**

- All mobile ladder stands and platforms must be in compliance with ANSI A14.7-1991 and OSHA 1910.29.
- Mobile ladder stands and platforms shall be inspected prior to each use.
- The maximum work level height is not to exceed four (4) times the minimum or least base dimension. Where the basic mobile unit does not meet this requirement, suitable outrigger frames is to be employed.
- The minimum step width is 16 inches.
- Damaged or defective mobile ladder stands and platforms are not to be used and should be tagged out of service.
- Occupied mobile ladder stands and platforms should not be moved.
- Mobile ladder stands and platforms are not to be loaded beyond rated loads.
- Materials and equipment is not to be stored on the steps or platform.
- Additional height should not be gained by the addition of any type of extension or an object being placed on the unit.
- Foreign materials, such as mud or grease, should be removed from a person's shoes prior to ascending a unit.
- Handrails are to be used while ascending or descending the unit.

- The user is to face the ladders when ascending or descending a unit except when the slope of the ladder is 50 degrees or less above the horizontal.
- Users are cautioned to take proper safety measures when units are used in areas where electrical lines or sources exist.
- Occupied units should not be placed in front of a door unless the door is secured in an open position, locked, attended or barricaded.
- Overreaching, while on a unit, could cause instability and result in a fall. Always keep the unit in close proximity to the work. Descend and relocate the unit to prevent overreaching.
- Mobile ladder stands and platforms are to be used only on a level surface.
- Access or egress to or from any step or platform from any other elevated surface is prohibited unless the unit has been positively secured against movement.
- Fall protection is not required if these provisions are met.

## 9. INSPECTIONS

The supervisor or a designee shall inspect the ladders used or stored in their area of responsibility on a monthly basis. Any defective ladders will be tagged and taken out of service.

Inspection Checklists will be maintained by the supervisor, as evidence that inspections are being conducted. They will be maintained for a period of a year.

# **PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM**

## **1. PURPOSE**

The Personal Protective Equipment (PPE) program is directed at providing a standard guideline relative to the training, use, selection, storage and disposal of PPE. In conjunction with effective engineering and work practice controls, PPE will minimize risk of injury or acute/chronic health effects from exposure to chemical, physical, thermal or biological agents.

## **2. HAZARD ASSESSMENT**

To assess potential hazards and determine the appropriate protective equipment, department supervisors will conduct assessments of potential workplace hazards and the corresponding personal protective equipment. A hazard assessment shall be done every time there is a change in a job description or a change in materials used in the workplace.

## **3. ENFORCEMENT**

Due to the variety of operations performed by personnel, supervisors are responsible for evaluating field sites and ensuring that the appropriate personal protective equipment is worn.

## **4. RESPIRATORY PROTECTION**

If required for a specific job function, respiratory protection shall be provided and used in accordance with the Respiratory Protection Program.

## **5. HAND PROTECTION**

Gloves shall be worn when there is danger of cuts, scrapes or other hazards to the hand.

## **6. HEAD PROTECTION**

Hard hats shall be worn when there is the potential of impact injury to the head from falling objects.

## **7. EYE AND FACE PROTECTION**

Safety glasses or face shields shall be worn when there is the potential of impact injury to the eyes. Splash/chemical goggles shall be worn if the potential of chemical splash exists.

## **8. FOOT PROTECTION**

Safety shoes shall be worn when there is the potential of foot injuries due to falling or rolling objects, objects piercing the sole and when the feet are exposed to electrical hazards.

## **9. PROTECTIVE CLOTHING**

Safety vests shall be worn when working within ten (10) feet of moving traffic.

## **10. HEARING PROTECTION**

Hearing protection shall be worn when using equipment that causes the sound decibel level to exceed 80 decibels.

## **11. TRAINING**

All affected employees shall receive an initial training in the program. These employees must demonstrate proficiency in the program. Annual training shall be conducted and documented.

All affected employees shall be trained to know:

- when PPE is necessary;
- what PPE is necessary;
- how to properly put on, take off, adjust and wear PPE;
- the limitations of the PPE, and
- the proper care, maintenance, useful life and disposal of the PPE.

# HEARING CONSERVATION PROGRAM

## 1. PURPOSE

The Hearing Conservation Program establishes hearing conservation practices if an employee group is identified to have noise exposures equal to or exceeding an 8-hour time-weighted average (TWA) sound level of 85 decibels (dBA).

## 2. WORKPLACE NOISE LEVEL MONITORING

Work areas where the continuous noise levels are suspected to be above 85 dBA will be monitored. The monitoring will be performed according to TOSHA guidelines. Employees, who are exposed to noise at an 8-hour time-weighted average at or above 85 dBA, will be placed in the hearing conservation and audiometric testing program.

Monitoring shall be repeated whenever a change in process, equipment or controls increases noise exposures to the extent that:

- Additional employees may be exposed to or above the noise action level or,
- The hearing protection being used may no longer provide adequate protection for the noise exposure.

Monitoring records shall be retained for two years.

## 3. AUDIOMETRIC TESTING

- Every employee who is exposed to noise levels at or above an 8-hour time weighted average (TWA) of 85 dBA will be offered an annual audiometric test.
- New employees will have a baseline audiogram.
- The audiometric testing will be arranged and the departments will be notified when it is time for the annual audiometric test.
- All testing procedures will be in accordance with TOSHA and ANSI requirements.
- The cost of the audiometric testing will be at each affected department's expense.

- Results of the audiometric test will be placed in the employee's medical file at the medical facility performing the test.
- Audiometric test records will be retained for the duration of the employee's employment with Rutherford County Government.
- Each affected employee's annual audiogram will be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred. This evaluation will be performed by the facility administering the test.
- If the test indicated a standard threshold shift, the County shall arrange a retest of the affected employee within thirty (30) days.
- If the final test results show that an employee has suffered a standard threshold shift, the employee will be notified by the administering facility within 21 days of the determination.
- A physician will determine whether a standard threshold shift is work related or may be aggravated by occupational noise exposure. When a standard threshold shift occurs, the following steps will be taken:
  1. If an employee is not using hearing protectors he/she will be fitted with hearing protectors; trained in their use and care, and required to use them; and
  2. If the employee is already using hearing protectors he/she will be refitted and retrained in their proper use, and if necessary, be provided with hearing protectors offering greater attenuation.

#### 4. SUPPLY AND USE OF HEARING PROTECTORS

- Each affected department shall make hearing protectors available to employees exposed to an 8-hour time-weighted average of 85 decibels or greater. The hearing protectors must reduce the employee exposure to or less than an 8-hour time-weighted average of 85 decibels.
- Employees will be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors provided. The employees will be ensured of a proper initial fitting. Hearing protectors will be replaced as necessary.
- All employees who are exposed to an 8-hour time weighted average of 85 decibels or greater **will** wear hearing protectors. Hearing protectors **must** also be worn by employees who enter into areas designated as a noise hazard area.

- Employee will be trained on the correct use of all hearing protectors.
- If there is a change in any process or operation, hearing protection will be re-evaluated through a PPE assessment.

## **5. TRAINING**

- All employees who are exposed to noise at or above an 8-hour time-weighted average of 85 dBA will receive annual training. The training will be documented and kept on file by the Safety Coordinator.
- The training will cover, at a minimum, the following aspects of the Hearing Conservation Program:
  1. The effects of noise on hearing.
  2. The purpose of hearing protectors,
    - The advantages, disadvantages and attenuation of various types, and;
    - Instructions on selection, fitting, use and care.
  3. The purpose of audiometric testing and an explanation of the test procedures.
  4. The findings of any work area monitoring.

## **6. RECORDKEEPING**

All records of employee exposure measurements including the results of all surveys, audiometric tests and training will be retained by the Safety Coordinator.

Records will be provided upon request to employees, former employees, designated representatives, and to any authorized TOSHA representative.

# RESPIRATORY PROTECTION PROGRAM

## 1. PURPOSE

The Respiratory Protection Program is directed to ensure employees are protected from hazardous atmosphere through a comprehensive program of recognition, evaluation, engineering, administrative controls, work practice controls, and personal protective equipment. Hazard elimination and engineering, along with work practice controls, shall be employed to control employee exposure to within allowable exposure limits as much as possible. Respirators and other personal protective equipment (PPE) shall be provided to affected employees under this program.

## 2. SCOPE

This program applies to all county employees who need to wear a respirator to perform assigned duties.

In addition, any employee who voluntarily wears a respirator when one is not required is subject to the medical evaluation, cleaning, maintenance and storage elements of this program, and will be provided with necessary training. **Employees who voluntarily wear dust masks are not subject to the medical evaluation, cleaning, storage and maintenance provisions of this program.**

## 3. HAZARD ASSESSMENT AND SELECTION OF RESPIRATORS

- Respirators shall be selected based on the workplace hazards and in accordance with the TOSHA Respiratory Protection Standard.
- Employees will be given the opportunity to select their respiratory protection from a variety of suitable respiratory protection. All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification.
- A hazard assessment shall be conducted in each work area where airborne contaminants may be present in routine operations or during an emergency. The assessment shall be updated as needed – i.e., any time work process changes may potentially affect exposure. The hazard assessment shall include:
  1. Identification and development of a list of hazardous substances used in the workplace, by department or work process.
  2. Review of work processes to determine where potential exposures to these hazardous substances may occur. This review shall be

conducted by surveying the workplace, reviewing process records, and talking with employees and supervisors.

3. Exposure monitoring to quantify potential hazardous exposures.

- If an employee feels that respiratory protection is needed during a particular activity, the employee is to contact their immediate supervisor. If it is determined that respiratory protection is necessary, all other elements of the respiratory protection program will be in effect for those tasks and the respiratory program will be updated accordingly.
- The County shall authorize voluntary use of respiratory protective equipment as requested by all other workers on a case-by-case basis, depending on specific workplace conditions and the results of medical evaluations. These employees will be provided a copy of Appendix D of the OSHA Respiratory Protection Standard 1910.134)

#### 4. MEDICAL EVALUATION

- Employees, who are required to wear a respirator, must pass a medical exam before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any employee refusing the medical evaluation will not be allowed to work in an area requiring respirator use.
- A licensed physician will provide the medical evaluations. Medical evaluation procedures are as follows:
  1. The medical evaluation will be conducted using the questionnaire provided in Appendix C of the respiratory protection standard.
  2. To the extent feasible, the County will assist employees who are unable to read the questionnaire. When this is not possible, the employee will be sent directly to the physician for medical evaluation.
  3. All affected employees will be given a copy of the medical questionnaire to fill out, along with a stamped and addressed envelope for mailing the questionnaire to the physician. Employees will be permitted to complete the questionnaire on company time.
  4. Follow-up medical exams will be granted to employees as required by the standard, and/or as deemed necessary by the evaluating physician.
  5. All employees will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.
  6. The evaluating physician shall be provided a copy of this Respiratory Protection program, a copy of the TOSHA Respiratory Protection Standard, the list of hazardous substances by work area, and the following information about each employee requiring evaluation:

- a. The employee's work area or job title;
  - b. Proposed respirator type and weight;
  - c. Length of time required to wear respirator;
  - d. Expected physical work load (light, moderate or heavy);
  - e. Potential temperature and humidity extremes; and
  - f. Any additional protective clothing required.
7. Positive pressure air purifying respirators will be provided to employees as required by medical necessity.
8. After an employee has received clearance to wear the respirator, additional medical evaluations will be provided under the following circumstances:
  - a. The employee reports signs and/or symptoms relating to their ability to use a respirator, such as shortness of breath, dizziness, chest pains or wheezing.
  - b. The evaluating physician or supervisor informs the Safety Coordinator of the need to be reevaluated;
  - c. Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation;
  - d. A change occurs in workplace conditions that may result in an increased physiological burden on the employee.
9. A list of County employees currently involved in the Respiratory Protection Program is provided in ??????
10. All examinations and questionnaires are to remain confidential between the employee and the evaluating physician.

## 5. FIT TESTING

- Employees who are required to wear respirators will be fit-tested:
  1. Prior to being allowed to wear a respirator with a tight-fitting face piece;
  2. Annually; or
  3. When there are changes in the employee's physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc)
- Employees will be fit-tested with the make, model and size of the respirator that they will actually wear. Employees will be provided with several models and sizes of respirators so that they may find an optimal fit.

- The fit test will be conducted in accordance with Appendix A of the TOSHA Respiratory Protection Standard 1910.134.
- The fit testing shall be documented and kept on file by the Safety Coordinator. The documentation shall include the type, model and size of respirator for each employee.

## 6. GENERAL RESPIRATOR USE, CLEANING, MAINTENANCE, STORAGE AND REPAIRS

- Employees will use their respirators under conditions specified in this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
- All employees shall conduct user seal checks each time they wear their respirators. Employees shall use either the positive or negative pressure check (depending on which test works best for them) as specified in the OSHA Respiratory Protection Standard.
- All employees shall be permitted to leave the work area to go to the locker room to maintain their respirator for the following reasons:
  1. To clean their respirator if the respirator is impeding their ability to work;
  2. To change filters, cartridges or to replace parts; or
  3. To inspect the respirator if it stops functioning as intended.

**Employees should notify their supervisor before leaving the area.**

- Employees are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures that would prevent a proper seal. Employees are not permitted to wear headphones, jewelry, or other items that may interfere with the seal between the face and the face piece.
- Before and after each use of a respirator, the employee must make an inspection of tightness or connections and the condition of the face piece, headbands, valves, filter holders and filters. **Respirators that are defective or have defective parts shall be taken out of service immediately.**
- Respirators are to be regularly cleaned and disinfected. Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary.

- Respirators are to be properly maintained at all times in order to ensure that they function properly and protect employees adequately. Maintenance involves a thorough visual inspection for cleanliness and defects.
- Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer.
- After inspection, cleaning and necessary repairs, respirators shall be stored appropriately to protect against dust, sunlight, heat, extreme cold, excessive moisture or damaging chemicals.
- Respirators must be stored in a clean, dry area and in accordance with the manufacturer's recommendations.
- Respirators shall not be placed in places such as lockers or tool boxes unless they are in carrying cartons.

## 7. TRAINING

- Employees required to use respirators and their supervisors shall be trained on the contents of the County's Respiratory Protection Program, their responsibilities under it and on the TOSHA Respiratory Protection Standard. Employees will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to using a respirator in the workplace or prior to supervising employees that must wear respirators.
- The training will cover the following topics:
  1. The County Respiratory Protection Program;
  2. The OSHA Respiratory Protection Standard (29 CFR 1910.134);
  3. Respiratory hazards encountered within the respective departments and their health affects;
  4. Proper selection and use of respirators;
  5. Limitations of respirators;
  6. Respirator donning and user seal (fit) checks;
  7. Fit testing;
  8. Emergency use procedures;
  9. Maintenance and storage;
  10. Medical signs and symptoms limiting the effective use of respirators.
- Employees will be trained annually or as needed – i.e., if they change departments and need to use a different respirator. Employees must

demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test.

- The training shall be documented and kept on file by the Safety Coordinator.

## **8. DOCUMENTATION AND RECORDKEEPING**

- A written copy of this program and the TOSHA Respiratory Protection Standard shall be kept in the Safety Coordinator's office and made available to all employees who wish to review it.
- The Safety Coordinator shall maintain copies of training and fit test records. These records will be updated as new employees are trained, as existing employees receive refresher training and as new fit tests are conducted.
- For employees covered under this Respiratory Protection Program, the Safety Coordinator shall maintain copies of the physician's written recommendation regarding each employee's ability to wear a respirator. The completed medical questionnaires and evaluating physician's documented findings will remain confidential in the employee's medical records at the location of the evaluating physician's office.

# FIRE PREVENTION PROGRAM

## 1. PURPOSE

This program is to provide the guidelines and requirements for fire prevention and protection including the safe and proper use of portable fire extinguishers and other fire protection equipment.

## 2. DEFINITIONS

**Affected Employee** - Employees that are working nearby flammable and combustible materials and hot work activities.

**Combustible liquids** - Liquids having flashpoints at or above 100° F (37.8° C).

**Combustion** - This is the self-sustaining process of rapid oxidation of a material, producing heat and light.

**Flammable liquids** - These are liquids having a flash point below 100° F (37.8° C).

## 3. FLAMMABLE /COMBUSTIBLE LIQUIDS

### Storage Requirements

- Flammable and combustible liquids and materials must be properly stored, labeled, dispensed and used.
- When storing and using flammable and combustible materials, remove all possible sources of ignition.
- Approved safety cans, properly labeled, must be used to store any flammable liquids such as gasoline, solvents or thinners if the materials are not stored in an approved storage cabinet or storage room.
- An approved storage cabinet must be used for the storage of flammable liquids and flammable propellant aerosol cans. Containers stored in approved storage cabinets shall be kept tightly closed. No more than three cabinets, each not containing any more than fifty-five gallons each, can be stored in one area (165 gallons). Flammable cabinets shall also be properly grounded at all times.
- Areas where flammable and combustible liquids are stored must be posted as ***"DANGER-NO SMOKING, NO OPEN FLAMES"***.

#### 4. USAGE REQUIREMENTS

- ***NO SMOKING*** must be observed at all times when using flammable/combustible liquids.
- No open containers of flammable liquids must ever be transported by vehicle. Fire extinguishers must be on any vehicle where flammable liquids are transported.
- Keep paint cans, isopropyl alcohol, acetone or other flammable liquid containers tightly closed when not in use.
- When dispensing flammable liquids, bonding and grounding procedures shall apply.
- Flammable and combustible dispensing containers shall be kept at a safe distance from open flames or other ignition sources.

#### 5. COMPRESSED AND LIQUIFIED GASES

- Cylinders shall not be dragged or rolled at any time.
- Use a handcart or truck specially designed for transferring cylinders.
- Store cylinders upright and secure them to wall or bench tops during storage and use.
- Store in a dry, cool and well-ventilated area, protected from weather, and away from flammable materials.
- Post ***NO SMOKING*** SIGN in a conspicuous location within an approved storage area.
- Separate fuel and oxidizing gas cylinders by at least 20 feet or a firewall.
- Cylinder caps shall be in place on cylinders not in use or without a regulator.
- Do not change, modify, repair, or tamper with the pressure relief devices on cylinders.

#### 6. GENERAL FIRE PREVENTION / PROTECTION RULES

- Emergency aisles and doors shall be kept clear, unobstructed and operating at all times.
- Portable heaters should be discouraged from use.

- Flammable and combustible debris shall be immediately and properly disposed of. Flammable and combustible debris shall never be allowed to accumulate in an unauthorized area or container.
- Wooden pallets shall not be stacked higher than six (6) feet from grade.
- Trash shall not be accumulated or stored in areas where there are ignition sources.

## 7. FIRE EXTINGUISHERS

### Fire Classification:

- **Class A Fire** - A fire involving ordinary combustible materials such as wood, cloth and paper, and some rubber and plastics.
- **Class B Fire** - A fire involving flammable or combustibles liquids, flammable gasses, greases and similar materials, and some rubber and plastics.
- **Class C Fire** - A fire involving energized electrical equipment where safety to the employee requires the use of electrically nonconductive extinguishing media.
- **Class D Fire** - A fire involving combustible metals such as magnesium, titanium, zirconium, sodium or potassium.

### Classification and Types:

- **Class A Extinguisher** - Pressurized water, foam, or multi-purpose Dry chemicals such as sodium bicarbonate, monoammonium phosphate, potassium bicarbonate, or potassium chloride.
- **Class B Extinguisher** - Carbon dioxide (CO<sub>2</sub>), foam, or dry chemicals such as sodium bicarbonate, monoammonium phosphate, potassium bicarbonate, or potassium chloride.
- **Class C Extinguisher** - Carbon dioxide (CO<sub>2</sub>) or dry chemicals Such as sodium bicarbonate, monoammonium phosphate, potassium bicarbonate, or potassium chloride.
- **Class D Extinguisher** - Dry powders such as graphite, sand, and soda ash, sodium chloride, talc, or dolomite.

## 8. INSPECTIONS

### Frequency:

- All fire extinguishers are to be inspected monthly.
- Fire Extinguishers are to be hydrostatically tested by an authorized Fire Safety Agent on an annual basis.

### Criteria:

- Extinguisher shall be fully charged and operational. If not fully charged or the extinguisher has been discharged, immediately remove from service and contact the Fire Safety Agent.
- Inspection tag and pull tie shall be affixed and in good condition. The tie shall be placed through the pull pin.
- Pull pin shall be in proper position through the handle to prevent accidental or inadvertent discharge of extinguisher contents.
- The qualified person shall sign off inspection tag after each monthly visual inspection.
- Ensure fire extinguishers are mounted so that the top of the extinguisher is not more than five feet from the floor or bottom of the working platform.
- Ensure fire extinguishers are visible by using locator signs or markings.

## 9. FIRE EXTINGUISHER MASTER LIST

Insert master list

**THE FOLLOWING PROGRAMS WILL BE SPECIFIC TO CERTAIN DEPARTMENTS AND A COPY OF THE WRITTEN PROGRAM WILL BE KEPT IN THE SAFETY MANUAL:**

- Powered Platforms
- Lockout/Tagout
- Confined Space
- Machine Guarding
- Hand/Portable Powered Tools
- Welding, Cutting Brazing
- Bloodborne Pathogens
- Electrical Safety

